

DHS Responses to Vendor Questions Regarding Architectural Design Training for WPS WESB Applications (Process Server) SOW

#	Vendor Question	DHS Response
1	Is DHS looking for fixed-price by deliverable or resources under time and materials contract?	The SOW requests "cost per deliverable", which should correspond with deliverables identified in work plan. It also requests submission of the hourly rate and total estimated hours per staff member assigned.
2	How does the requested payment mechanism relate to the liability section of the contract?	Points for cost are not related to points for the vendor's response to the liability portion of the contract. Vendors may choose to respond to this section either using option one or two, and that will be reflected in the point section for the non-cost portion of the vendor's response.
3	What is the anticipated duration for this SOW?	Please see the response to question #1.
4	Do you anticipate Full-time or Part-time?	Full or Part time hours can be negotiated as part of the final contract.
5	Please confirm whether the intent of this SOW is to procure fixed-price by deliverables based services, or hourly-based staff augmentation services?	Please see the response to question #1.
6	Please confirm whether selected vendor will be paid on an hourly basis for services provided under this contract, based on MnDHS/HCO approved contractor time sheets, or if selected vendor will be paid based on completed/signed-off deliverables?	The selected vendor will be paid based on completed and signed-off deliverables.

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7	If the State is expecting vendors to be paid on a fixed price deliverables basis, please provide information and documentation including business requirements documents, use cases, class models, activity diagrams, data models, and necessary system artifacts for vendors to analyze. This information would be a critical factor for vendors to assess scope, complexity, schedule, resources and costs when proposing fixed price by deliverables proposals to the State?	DHS is not providing this information at this time. DHS believes that the information provided in the SOW is sufficient for a bid. These details would be available to the selected vendor.
8	The SOW states that HCO contracted with a vendor prior to this engagement that reviewed the architectural pattern for this project, and provided an architectural template and design pattern that will define what documentation is necessary for the successful development and implementation of these project. A) Can DHS share the name of the vendor with whom HCO previously contracted for this work? B) Is this previously contracted vendor permitted to submit a bid for this SOW?	A) The name of the contracted vendor is public information: Compar, Inc. B) Only vendors on the OET BUY-IT Master Contract program for this category are eligible to bid for this SOW. Compar, Inc. is not on that list.
9	Does MnDHS/HCO anticipate making a single contract award as a result of this SOW, or multiple contract awards to multiple vendors?	DHS anticipates making a single contract award for this SOW.
10	How many resources does MnDHS/HCO expect awarded vendor(s) to assign to complete the work outlined in this SOW?	Please see the response to question #1.
11	Please confirm that a MnDHS/HCO Project Manager will be responsible for assigning work tasks to the vendor assigned resource(s)?	The resource or resources selected under this contract will work directly with the systems architect and technical team members.
12	Please confirm that MnDHS/HCO does not expect awarded vendor(s) to provide a Project Manager to this project?	Please see the response to question #11.

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13	What is the anticipated duration of this contract?	
14	Please confirm that anticipated utilization of selected resource will be full-time 40 hours per week (excluding State holidays) for the duration of the contract.	Please see the response to question #4.
15	What is the anticipated daily work schedule for selected vendor resource (8:00 AM to 5:00 PM, Monday thru Friday)?	Work hours can be negotiated as part of the final contract.
16	Does DHS anticipate that selected resource will be expected to perform any off-hours or weekend work under the scope of this SOW?	Please see the response to question #15.
17	Please confirm that MnDHS will provide selected resource with work space, and all necessary hardware/software and laptop/desktop computer to perform the responsibilities outlined in this SOW?	DHS will provide a workspace and and all necessary hardware and software to perform the responsibilities outlined in this SOW.
18	Please confirm that MnDHS/HCO expectation is that any work performed under any awarded contract will be performed 100% on-site at MnDHS/HCO facilities. Please provide work location address where MnDHS/HCO expects work to be performed?	DHS expects that most or all of the work performed under this contract will be performed on-site at 540 Cedar Street, St. Paul, MN 55155. It is possible that some off-site work could be negotiated as part of the contract.
19	SOW response requirements state that vendors must provide a project work plan. However, project deliverables state that the project plan is to be developed following contract award. Please confirm that vendors are NOT required to submit a project plan with their response to this SOW.	DHS expects bidders to submit a proposed project work plan. Final details will be negotiated and selected vendor will be expected to deliver a final project work plan as described in the SOW.

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20	<p>Response requirements state that vendors must include an estimate of the hours of effort for each resource assigned to this project. The detail provided in this SOW is not sufficient to provide an accurate estimate of the number hours. Please confirm that effort estimates will be provided after contract execution, once project plan is finalized, as per the project milestones and schedule listed on page three of this SOW.</p>	<p>DHS believes that the information provided is sufficient for vendors to bid.</p>
21	<p>Response requirements state that vendors must include with proposal response, a project timeline with target dates for project milestones/deliverables. Please confirm if MnDHS/HCO expectation is that vendors will provide a statement indicating that they will follow the project milestones and schedule outlined on page three of this SOW, or if MnDHS/HCO expects vendors to provide alternative timelines/milestones.</p>	<p>DHS expectation is that the project milestones and schedule described in the SOW will be met. If a vendor believes that those milestones and schedule cannot be met, they may propose an alternative, along with an explanation why the vendor believes the alternative is necessary. Final timelines and milestones would be part of the negotiation process</p>
22	<p>On page six of this SOW, under Proposal Submission Instructions, the SOW states that responses should be addressed to Greg Anderson, but emailed to joel.w.hooker@state.mn.us.</p> <p>Please confirm the correct name and email address of the person to whom vendors should submit responses to this SOW?</p>	<p>Responses to this SOW should be addressed Joel Hooker at email address: joel.w.hooker@state.mn.us.</p>

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23	Is there an incumbent vendor?	No. The contract described with the prior vendor has ended. We would expect to provide the information received from the prior contract to the selected vendor, so that the selected vendor can extend from that work.
24	Will the vendor, that was engaged prior to this project, who provided the architectural template and design patterns be allowed to bid on this project?	The state can only contract with vendors who are on the approved 902TS list with OET. The prior vendor is not on that list.
25	Can we bid time and materials only?	Please see the response to question #1.
26	Will a copy of the summary of the initial work be made available to the bidding vendors?	This will be provided to the selected vendor.